

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**PROGRAM SUPERVISOR - ATHLETICS  
PARKS AND RECREATION DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs responsible administrative work overseeing the operation of City sports events and services. Employee reports to the Superintendent of Recreation.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs responsible administrative work in the planning, promotion and administration of City sports events and programs. The employee of this class, through the supervision and direction of recreation program directors and other subordinate personnel, is responsible for providing wholesome recreational opportunities for the community and its visitors through athletic leagues, tournaments and special events as part of the City's public recreation program. Responsibilities include hiring, training and evaluating personnel. Work involves attending a variety of planning and staff meetings. Work also involves preparing budgets for events. Work is performed in accordance with established policies and regulations under general supervision of the Parks and Recreation Director and is evaluated through conferences in terms of the effectiveness and efficiency of sports events and activities as well as public approval.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Oversees the operation of City sports events and activities.

Performs personnel management functions for the Division including recruiting and selecting employees and volunteer workers, instructing and training staff, completing employee performance appraisals, and handling various personnel problems or questions.

Plans, organizes and implements sports leagues and sports tournaments for community members and visitors.

Coordinates the work of baseball and softball Boards of Directors.

Supervises the operations of the City's parks, stadiums, and other indoor and outdoor sports facilities; acts as liaison with the Asheville City and Buncombe County schools with relation to shared sports facilities.

Coordinates the provision of City services for special athletic events.

## **PROGRAM SUPERVISOR - ATHLETICS**

May recommend modifications of existing athletic facilities to secure needed replacements, alterations and additions.

Attends a variety of professional meetings to stay current on issues concerning public recreation issues.

Prepares periodic and special reports.

Prepares the Division budget and monitors expenditures.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the objectives and ideals of public recreation, including a thorough understanding of activities which make up a community recreation program.

Considerable knowledge of a variety of municipal athletic activities.

Considerable knowledge of the philosophy and objectives of public recreation.

Considerable knowledge of the principles of supervision, organization, and administration.

Considerable knowledge of the current literature, trends, and developments in the field of parks and recreation administration.

Ability to plan, direct, and coordinate the work of subordinates.

Ability to develop and administer a recreation program suited to the needs of the community.

Ability to express ideas effectively orally and in writing.

Ability to compose correspondence and to prepare reports and publicity documents.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in recreation administration, leisure studies or a related field and 3 to 5 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **SPECIAL REQUIREMENTS**

Possession of an appropriate, valid driver's license issued by the State of North Carolina. Certification by the National Parks and Recreation Association as a Leisure Professional.

## PROGRAM SUPERVISOR - ATHLETICS

### COMPETENCIES

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 18  
Exempt